DOCUMENT RESUME

ED 126 786 HE 007 701

TITLE	Bloomsburg State College Faculty Handbook, 1975-76.
INSTITUTION	Bloomsburg State Coll., Pa.
PUB DATE	75
NOTE	42p.
EDRS PRICE	MF-$0.83 HC-$2.06 Plus Postage.
DESCRIPTORS	*Administrative Policy; *College Faculty; Governance; *Higher Education; *Personnel Policy; *State Colleges
IDENTIFIERS	Bloomsburg State College; *Faculty Handbooks

ABSTRACT

Outlines of basic information on administrative organization, instructional policies, and conditions of faculty employment are included in this 1975-76 faculty handbook for Bloomsburg State College, Pennsylvania. (JT)

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BLOOMSBURG STATE COLLEGE

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FACULTY HANDBOOK

1975-76

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

HE 007 701

EMERGENCY INFORMATION

Illness and Accidents

Accidents: an accident resulting in personal injury requiring treatment beyond minor first aid should be reported as follows:

College Students	To College Health Center - Ext. 3807
Faculty, Staff and General Public	To Secretary - Office of Buildings and Grounds - Ext. 2211
Bloomsburg Ambulance Service	784-2066
Bloomsburg Hospital	784-7121
College Physicians	Dr. Fred Reese 784-1000
	Dr. Richard Delp 784-8303
	Dr. Ernest Campbell 784-8303

Medical Emergencies

Call the College Health Center - Ext. 3807. Describe the nature of the case. e.g.: fainting, trouble breathing, seizure, etc.

If the patient appears to be in critical condition, notify the Bloomsburg Ambulance Service (784-2066) and inform the College Health Center.

Police and Fire Department

Bloomsburg Fire Department (If no answer dial "0")	784-3010 or 784-9879
Campus Police	Ext. 2617
Bloomsburg Police	784-4155
Pennsylvania State Police	784-9000 or 389-3711

Night Calls:

EMERGENCY (after 11:30 p.m.)	389-0111 (Answering Service)
Elwell Residence Hall	Ext. 2317
Montour Residence Hall	3603
Schuylkill Residence Hall	2302
Northumberland Residence Hall	2300
Columbia Residence Hall	3803
Luzerne Residence Hall	3703
Heating Plant	Ext. 2202
COLLEGE HEALTH CENTER (Until 11:30 pm.)	3807
Hospital Dispensary after 11:30 p.m. and before 7:00 am.	784-7121

PREFACE

This Handbook is planned as a reference for faculty members.

There is no intention to restate all of the information contained in the catalogue or the Pilot. Instead, it is intended that the Handbook treat matters in which faculty have direct interest or responsibility.

Although an attempt has been made to make it inclusive, the Handbook should not be regarded as treating every matter which might appropriately have been included.

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The 1974-75 academic year was one of the most critical fiscal periods in the history of the state colleges.

Starting with the fall of 1974, it became necessary to sharply limit the purchase of library books and educational materials and supplies, and to reduce expenditures in other areas, including travel, printing, and repair projects. The cooperation and understanding of faculty and staff members made it possible for the College to close the fiscal year without a deficit.

The fiscal crisis is expected to continue during the 1975-76 college year. Therefore, the continuing cooperation and understanding of the faculty is needed in effecting every possible economy to preserve fiscal integrity and the quality of academic programs.

CONTENTS

	Page
Emergency Information	i
Preface	ii
1. Organization	1
1.01 Schools	1
1.02 Councils and Commissions	2
1.03 Departments and Chairmen	3
1.04 Graduate Faculty	3
1.05 Office of Institutional Research	3
1.06 Office for Federal Grants	4
1.07 Summer Terms	4
2. Instructional Policies	5
2.01 Organization of Undergraduate Catalogue	5
2.02 Academic Year	6
2.03 Degrees	6
2.04 Academic Advisement	6
2.05 Full-time and Part-time Students	7
2.06 Curriculum	7
2.07 Class Lists	7
2.08 Authority over Class Enrollments	8
2.09 Faculty Class Books	8
2.10 Auditing of Courses	8
2.11 Class Attendance	8
2.12 Grades	10
2.13 Examinations	13
2.14 New Courses	14
2.15 Choice of Textbooks	15
2.16 Syllabi	15
2.17 Field Trips	15
2.18 Cheating and Plagiarism	15
2.19 Student Academic Load	16
2.20 Academic Retention	16
3. Instructional Resources and Services	17
3.1 Library	17
3.2 Learning Resources Center	21
4. Conditions of Faculty Employment	25
4.01 Absences	25
4.02 Salary and Benefits	25
4.03 Summer Term Faculty	26
4.04 Grievances	26
4.05 Faculty Meetings	27
4.06 Commencement	27
4.07 Office Hours	27
4.08 Cancellation of Classes for Inclement Weather	27
4.09 News Releases	27
4.10 Outside Employment	28
4.11 Leave of Absence with Pay	28
4.12 Personnel File	29

5. Non-Academic Policies..... 30
5.01 Campus and Out-going Mail..... 30
5.02 Equipment and Supplies from Storehouse..... 30
5.03 Budget and Purchasing Practices..... 30
5.04 Duplicating, Printing, Copying..... 31
5.05 Keys..... 32
5.06 Motor Vehicle Regulations..... 32
6. Student Services..... 33
6.1 Student Life Program..... 33
6.2 Kehr College Union..... 33
6.3 Counseling Services..... 34
7. Miscellaneous..... 35
7.01 Secretarial Assistance..... 35
7.02 Community Activities Tickets..... 35
7.03 Community Government Association..... 35
7.04 Faculty Recreation Facilities..... 35
7.05 Meals..... 35
7.06 Meet and Discuss..... 35
7.07 Student Grievance Committee..... 36

1. ORGANIZATION

1.01 Schools

Five organizations are called schools. Three of these, the School of Arts and Sciences, the School of Professional Studies and the School of Business, each has a faculty and students. The other two, the School of Graduate Studies and the School of Extended Programs, have students but no designated faculty.

Each school is headed by a dean who is responsible to the academic vice-president. The offices of the deans are in Waller Administration Building.

School of Arts and Sciences

The School of Arts and Sciences comprises the departments in the humanities, the social sciences, the biological and physical sciences and mathematics, and health and physical education, and enrolls the students who are following curricula leading to the degrees B. A. and B. S. and full-time students who have not as yet designated a curriculum.

School of Professional Studies

The School of Professional Studies comprises six departments (Elementary Education, Secondary Education, Educational Studies and Services, Special Education, Communication Disorders, and Nursing) and enrolls students in curricula leading to the degree B. S. in Ed. (except those in Business Education) and students following curricula that lead to professional degrees in nursing and medical technology.

School of Business

The School of Business has two departments, Business Education and Business Administration, and enrolls the students in curricula leading to the professional degree, B. S. in Bus. Ad., and the business education candidates for the degree B. S. in Ed.

School of Graduate Studies

The School of Graduate Studies comprises the students enrolled in graduate courses, both master's degree and non-degree students. The courses for graduate credit are offered by appropriate departments of the three undergraduate schools, with the selection of courses scheduled at any time resulting from cooperation of the Dean of Graduate Studies and the chairman of the department.

School of Extended Programs

The School of Extended Programs serves individuals engaged in "continuing and life-long education" as this category is defined in the documents of the Planning Commission. The school may enroll its students in regular college credit courses or it may arrange special courses which do not carry college credit. If a student in the School of Extended Programs undertakes to enter and follow a degree curriculum, he is thereafter regarded as a student in the school which offers the program even though he may register through the School of Extended Programs.

The summer terms are an activity of the School of Extended Programs.

1.02 Councils and Commissions

The President's Council

The President's Council consists of the President and the line and staff officers who report directly to him.

The Council is a cabinet rather than a legislative body. This means that the Council per se has no authority. Each member has authority which is derived from, and subordinate only to, the President. (A legislature, in contrast, has authority which resides in the whole, with the members contributing to that authority through their voting.)

The comprehensive purpose of the President's Council is to contribute to wise administrative policy and procedure through communication and discussion. Although formal votes are not taken, any member may call for a show of hands to indicate the degree of consensus in a matter under his authority. Agreements of two or more members may be reached in the course of a meeting, with such agreements regarded as binding upon those members.

Council meetings provide a setting for leadership by the President.

Academic Council

The Academic Council consists of the Academic Vice-president, the Deans, the Department Chairmen, Registrar, Director of Admissions, Vice-president for Student Life and such other individuals as are designated by the Academic Vice-president. The Academic Council as a body has no authority; it exists for the purpose of providing a forum for the discussion of the state of the academic work, academic administration, academic policy, etc. The Academic Council meets monthly.

Council of Academic Deans

The Deans constitute a council which meets usually once a week for discussion of academic matters. It resembles the President's Council in authority and procedure.

Graduate Council

The Graduate Council, consisting of the five deans ex-officio (with vote), three department chairmen, six faculty members elected from the Graduate Faculty by the Graduate Faculty, and two graduate students appointed by the Graduate Dean in cooperation with the graduate student body, is the policy-recommending body for the School of Graduate Studies.

Presidential Planning Commission

The Presidential Planning Commission is a continuing body appointed by the President and consisting of members of the faculty, student body, administration, non-instructional staff, Board of Trustees, alumni, and the community. It is concerned with both short-range and long-range planning, with its plans described in annually updated "three-year action" plans which are submitted by the President to the Secretary of Education. Appointments to the commission are made in harmony with guidelines established by the Pennsylvania Department of Education.

1.03 Departments and Chairmen

A department consists of faculty members. The primary function of a department is to promote scholarship and teaching of a discipline or a group of related disciplines.

A member of the Department is designated as chairman. The procedure for the initial selection and for biennial review of chairmen is defined in Article XI, Section A.1 of the Collective Bargaining Agreement.

The duties of a department chairman are described in Article VI of the Collective Bargaining Agreement. It may be inferred that by common consent the chairman is regarded also as an educational leader. Article VI, (C) is interpreted as granting the chairman a reasonable degree of automony in speaking and acting for the department.

1.04 Graduate Faculty

The associate professors and professors who are authorized by their departments to teach graduate courses are nominated by their department chairmen to constitute a body knows as the Graduate Faculty. The process of nomination includes designating the courses which they are authorized to teach. The Graduate Faculty as a body has one duty--to act as the electorate for the faculty membership of the Graduate Council.

Assistant professors may be assigned by their departments on an ad hoc basis (with approval of the graduate dean) to teach courses that carry graduate credit.

1.05 The Office of Institutional Research

The Office of Institutional Research,

(1) conducts and distributes studies which contribute to administration and planning;
(2) conducts the testing programs (including the Graduate Record Examination, National Teacher Examinations, entrance classification tests, etc.) and maintains liaison with national testing, research, and review organizations;
(3) provides a clearing house for test data;
(4) offers services, clearance and records for external reports or questionaires which involve information about the College;
(5) maintains a reference file of reports.

Certain of the studies made by the Office are routine and/or periodical; others are single studies for offices and individuals of the College community.

The studies may require information which can be supplied only by other offices, staff, and faculty. Every effort is made to keep these requests reasonable; therefore it is hoped that requests will be given prompt attention and that reports will be accurate, reliable and completed on schedule.

1.06 Office for Federal Grants

The Office of Campus Services serves as the liaison for grants. Information received by the office is forwarded to the Deans. Application forms and sample letters may be obtained from the office. Help is provided at several steps in the process of application.

1.07 Summer Terms

The summer terms are conducted by the School of Extended Programs. Work in summer terms held on campus is regarded as residence work. The standards for credit in summer terms are deduced from the principles described in Section 2.19.

2. INSTRUCTIONAL POLICIES

2.01 Organization of the Undergraduate Catalogue

A catalogue for a given year should combine a record for the preceding year with announcements for the current year.

The Undergraduate Catalogue is organized to correspond to the schools of the College. Chapters 1 through 6 describe general regulations applicable to the whole college. Beginning with chapter 7, there is a separate chapter for each of the schools.

The chapter for each school describes the curricula for which the school is responsible and the courses offered by the departments of the school.

The sequence in which the departments are listed may seem strange at first because it is not alphabetical. The principle is derived from the logic of the offerings of the college. In the School of Arts and Sciences, Health and Physical Education is listed separately, followed by the academic disciplines classified under the humanities, social studies and sciences and mathematics. This classification is consistent with the general education distribution pattern as described in Chapter 6.

It will be noted that course numbers consist of five digits, with the first two digits identifying the discipline and the last three digits the course number within the discipline.

"Discipline" is not synonmous with "department"; some departments are responsible for several disciplines. For example, the Art Department courses are classified under three numbers, the courses of the Department of Sociology and Anthropology under two disciplines, and the Geography Department has two disciplines, one with the number 41 found in the section on Social Studies, and the other, 51, in the section on the Sciences.

In the school of Arts and Sciences, the numbers below ten are for Health and Physical Education; 10 to 36, Humanities; 37 to 49, Social Studies; 50 to 59, the Sciences and Mathematics.

In the School of Professional Studies, the disciplines in Education are given numbers 60 to 69 and the disciplines related to the professions of Special Education and Speech Communication and Hearing use the 70's. The 80's are being reserved for Health Studies. The School of Business disciplines are numbered 90 to 99.

The curricula for the degree B. S. in Ed. are found in a section of the School of Professional Studies. The curricula leading to the academic degrees, B. A. and B. S., are found in the School of Arts and Sciences where the majors are described in the sections which exhibit the courses in the disciplines. The curricula in the School of Business are found in sections 9.2 and 9.3.

The alphabetical list of faculty in the front part of the catalogue is a record for the previous academic year.

The members of each department are listed at the head of the course section for the department; this list is, as nearly as it can be made at press time, the list for the current year, consequently discrepancies in name and ranks may occur when compared with the formal alphabetical list. The purpose of the department list is to provide a quick reference of faculty by department.

2.02 Academic Year

The academic year is defined as consisting of two semesters. The standard semester is defined as a period which nets fifteen weeks of class work plus a week for final examinations.

2.03 Degrees

Consistent with the nomanclature recommended by the Middle States Association the College offers two classes of degrees, academic degrees, and professional degrees.

The academic degrees are B. A., B. S., M. A., and M. S. The professional degrees are Bachelor Science in Business (B. S. in Bus.), Bachelor of Science in Education (B. S. in Ed.), Bachelor of Science in Medical Technology (B. S. in Med. Tech.), and Master of Education (M. Ed.).

It must be emphasized that the total expression, "Bachelor of Science in Education," and the total abbreviation, "B. S. in Ed.", constitute the name of the degree. It is incorrect to refer to the degree "B. S. in Ed." as "the Bachelor of Science Degree in Education". The word "Education" used in this degree has no reference to the subject matter taught in a department of Education; rather, it refers to the process of education. From this point of view, it is fitting to refer to "A program with a major in mathematics leading to the degree of B. S. in Ed."

2.04 Academic Advisement

In harmony with Article IV, Section C, of the Collective Bargaining Agreement, academic advisement is regarded as a normal duty of a faculty member.

The advisers for a curriculum are responsible to the curriculum coordinator for that curriculum, who is responsible in turn to the dean of the school in which the curriculum resides. The curriculum coordinator may or may not also be a department chairman, but in any case the duties of the curriculum coordinator are independent of those of chairman. Indeed, it may happen that an individual who occupies the dual role is responsible to two different Deans for the two roles: as department chairman to the Dean of the School to which his department belongs, and as curriculum coordinator to the Dean of the school in which the curriculum resides.

The Coordinator of Academic Advisement is concerned with the adviser—advisee—curriculum relationship rather than with the process and substance of academic advisement per se. Assignment of advisees to advisers is made by or responsible to the Coordinator of Academic Advisement, who is charged to keep an accurate record of students and their advisers and to authorize any change from one adviser to another. A student who wishes to change from one curriculum to another, or from one adviser to another within a given curriculum, need only apply to the coordinator of Advisement to make the transfer, although he may have had preliminary conferences with his adviser and/or curriculum coordinator.

2.05 Full-time and Part-time Students

A full-time undergraduate student in a semester is one who has enrolled for at least twelve semester hours; a part-time student is one who enrolled for fewer than twelve semester hours. When in the undergraduate catalogue the work "student" appears without modification, or without meaning deduced from context, it means "full-time student."

2.06 Curriculum

A curriculum is defined as a set of courses and related requirements the completion of which satisfies the requirements for a degree. Each undergraduate curriculum comprises general distribution requirements and a specialization. The general distribution requirements are prescribed by the College as a whole and are uniform for all baccalaureate degrees. The specialization is administered by a curriculum coordinator who often, but not always, is a department chairman. The curriculum coordinator is responsible to the dean of the school in which the curriculum resides. The school in which the curriculum resides may or may not be the school in which the curriculum coordinator holds his faculty membership.

2.07 Class Lists

At the beginning of each semester each instructor receives a class list for each section which he is teaching. This is a tentative list which is valid until the end of the change period, after which a second and final list is issued. It is the responsibility of the Registrar's Office to inform the instructor of any changes in the composition of his class. No change is to be made in the class roll except as official notification is received from the Registrar.

2.08 Authority Over Class Enrollment

In case enrollment in a class is to be limited by considerations other than the seating capacity of a classroom or the number of work stations in a laboratory or studio, the number that may be enrolled is recommended by the Department Chairman subject to approval by the Dean.

The assignment of a student to a class is determined by the registration procedures.

It is the duty of an instructor to challenge the membership in class of a student who does not have the stated prerequisites.

Consent of an instructor is not prerequisite to student withdrawal from a course.

2.09 Faculty Class Books

Each faculty member should maintain adequate class-book records. All objective measurements which are included in the process of determining grades should be recorded. A record of attendance should be kept for reference in case questions arise either from within or outside of the campus (information regarding the students attendance may be helpful to counselors and may be requested as a part of periodic evaluations by government and other organizations that provide scholarships or loans.)

2.10 Auditing of Courses (A Senate Resolution of June 6, 1971)

A full-time student who is enrolled for less than 17 semester hours of course work may, with consent of the academic vice-president, register for one course as an auditor. The grade "V" will be reported by the instructor and the course will be entered on the student's academic record without credit. No assignments are made to an auditor and no papers or examinations are accepted by the instructor for grading or for record either during the period of enrollment or subsequent thereto.

A part-time student may register as an auditor subject to the provision that when computing the fee paid by the student, the course audited will be counted the same as if it were taken for credit.

2.11 Class Attendance

There is no "cut" system. This means that grades ought not be reduced for mere absence from class, nor does a student have a "right" to miss a specified number of class meetings. Each class meeting should be an opportunity for a significant learning experience planned with expectation that students will be present unless prevented by circumstances beyond their control, the conditions for making up work and compensating for the learning experience that was missed at the time of absence is central to the attendance policy.

Faculty members should not help a student to make up work which he missed because of capricious class cutting. On the other hand, a student who is absent from a class because of circumstances beyond his control deserves opportunity to gain the learning experience he missed, or to take a test which was given during his absence, or turn in a paper which was due during the absence. The burden of proof of the necessity for absence lies with the student. A statement in the current catalogue defines student rights and faculty obligations in harmony with this statement.

The attendance policy might seem to make it theoretically possible (with exceptions noted below) for a student to miss as many class meetings as he chooses. This policy is consistent with a general concept of responsible freedom. If the class meetings are indeed significant learning experiences, however, an absentee's lowered achievement is likely to be reflected ultimately in his grade. His grade should be a measure of achievement in the assigned work rather than mere physical presence in the classroom. This, however, does not exempt an instructor from a moral obligation to confer with a student who "cuts" class frequently, or to advise the Counselling Center of an attendance problem in the hope of helping the student.

An exception to the policy arises in classes in which the value of each session depends upon contributions by fellow students. Examples of this would be some seminar classes and certain discussion and speech classes. In these, the student has a dual responsibility--he is a learner but he also contributes to the learning experience of others. In courses of this kind it is proper for the instructor to evaluate both the students' learning and his contribution to the work of the class. The instructor should make it clear in such cases that the quality of both activities contributes to the grade.

There may be other exceptions, as for example in physical education activity courses, where the values of the course acrue to the student only from directed participation--i.e., the student must be present in order to achieve the goals. In such cases the matter should be explored by the department with a consensus arrived at and respected.

The Grades of A, B, C, D, and E

The current catalogue describes the grades of A, B, C, D, and E by first defining the grade of "C" and then referring all other grades to this central definition. The definition is commended to faculty members as one which can help to promote uniform meaning.

The Grades of Incomplete (I and R).

The grade of "I" is reported when because of circumstances beyond his control the student has been unable to complete the work of the course within the term. The grade is properly given only when a plan exists and is understood by both the instructor and the student whereby the work will be completed within a reasonable period of time. Upon completion of the plan, the grade is changed to A, B, C, D, or E, depending upon the quality of the work.

The grade of "I" must not be used to give an extension of time to a student who has been negligent, nor to permit a student who has had normal opportunity to do his work to "raise his grade" by doing extra work after the term ends.

A grade of "I" may not be changed to "W".

There can be circumstances which prevent carrying out the plan for making up work. To be consistent with the philosophy that a grade is not a punishment, the grade of "I" should not be changed to "E" merely because the plan was not carried out. In such cases, the grade of "I" stands permanently on the student's record. This does not apply to a case in which the student deliberately ignores an obligation that he could have met, for the intent was that a conscientious student be given an opportunity to complete a course which he could not complete within the term. However, the instructor should give the student the benefit of reasonable doubt before reporting a grade of "E" in case the plan was not carried out--this should include notice to the student of intent to report the grade of "E" with opportunity for the student to reply.

A form for reporting the removal of a grade of "I" may be obtained in the Registrar's office. The Registrar does not have authority to make a change except by direction of the instructor.

The instructor may arrange with another instructor to supervise the completion of the work. In this case, the substitute is given full authority to act.

Typical proper uses of the grade of "I" are:

* A student is prevented from attending class for several days near the end of the semester and is given time to make up his work. In cases like this, the period allowed should not be extended beyond the end of the next semester.

* A student has an accident or sudden illness at the time of the final examination and informs the instructor that he cannot be present for the examination (or if his message cannot be delivered prior to the examination hour it is delivered very shortly thereafter.) Thereupon, the instructor sets a date for the makeup examination and reports a grade of "I." The instructor may require documentation of the illness.

* A student is unable to complete a term paper because of difficulty in obtaining all of his material--a difficulty which has been known to the instructor. In this case, a grade of "R" is reported and the make-up consists in completing the research and filing the paper.

* A student is engaged in a laboratory or studio project which must be continued for a longer period of time.

Grades Upon Withdrawal From a Course

If a student withdraws officially from a course prior to the end of one week beyond the first half of a semester, the grade of W is to be recorded regardless of the quality of the student's work to date.

If the student withdraws after this point, the grade may be either "WP" or "WF", depending upon the quality of the student's work to that point. If the student is currently doing "passing" work, the grade of "WP" is proper. If not, the grade of "WF" is indicated. The grade of "WF" has the same weight in averages as a grade of "E", but the grade of "WP" does not enter into the average.

The grade is computed as of the official withdrawal date. The official withdrawal date is that upon which the student initiated the withdrawal process in the Registrar's office, not the date on which the instructor received notification of withdrawal nor the date of last attendance. If the student has been absent from the class for a substantial period of time without reasons which would justify the privilege of making up work, it should be considered as a period in which his work was of failing grade. If the student has been absent for illness or other unavoidable reasons, the grade should be computed on the assumption that had the student been able to continue the course he would have made up the work that was missed.

Whether the grade is to be "WP" or "WF" is not a proper subject for negotiation between the student and the instructor. The grade should represent only the instructor's evaluation of the student's performance.

Change of Grade

After a grade of A, B, C, D, or E has been filed in the Registrar's office it may not be changed except to correct a demonstrable error in computation or copying. The error must be attested in writing by the instructor and approved by the department chairman and the Academic Vice-President. The instructor must accept the responsibility for the burden of proof of error. This policy is intended to protect the instructor against pressure by students or others, and to emphasize the concept of a grade as an objective measure of performance rather than as a reward, a punishment, or a wage.

In case of incapacity of an instructor, the department chairman may act or authorize others to act in a matter of change of grade.

Pass-Fail

When a course is taken on the pass-fail basis, the instructor is not so notified. If the student informs the instructor that he is registered pass-fail, he has violated one of the conditions of this registration and the faculty member has an obligation to ignore it, for the success of the pass-fail provision requires a grade computed by customary precedure; this is translated into "P" or "F" in the computer center.

Reporting of Grades

Faculty are required to file final grade cards with the Registrar within 48 hours after the last final examination is concluded. In the case of graduating seniors, the cards must be filed within 24 hours after each final examination.

Grades and Grading Practices: A Point of View

Grades and grading practices can have a significant effect on student morale and upon student attitude toward academic work, for the grade is of central importance to many students.

While it is improper for a college to prescribe precise formulas for grading, several principles, if used as guidelines, can increase objectivity and make grading more uniform.

A grade is significant only as it represents a valid measurement of learning and achievement. Grades ought never be regarded as penalities, punishments, rewards, or compensation. Grades ought not be used as a means of disciplining students.

Indeed, grades are constantly used as it they are in fact valid and comparable measurements, for they determine averages which in turn determine retention, honors, and rank in class. Unless grades have uniform significance, chance plays too great a role in determining these important matters.

The amount and seriousness of cheating by students is influenced by their attitudes toward grades. Student attitudes can be influenced by faculty attitude.

When a course is taught by a number of teachers in several different classes there may be a need for grading policies determined by the department. Departmental grading in such cases need not infringe on academic freedom. It can eliminate some student decisions based upon search for "easy" grades, and may encourage students to discriminate among instructors for the quality of teaching. The nearer grades approach uniform significance, the greater is the likelihood that students will choose courses, classes, and instructors for intrinsic qualities.

There is growing national concern over a tendency in many colleges to inflate grades--a phenomenon which some attribute to an intimidating effect of the movement for student evaluation of faculty. This tendency is of such importance that some Phi Beta Kappa chapters are changing their policies for membership and a number of colleges are raising the standard for citation on the Dean's List.

If grades are, indeed, being inflated because of a fear on the part of faculty of student evaluation, it is a sad commentary upon both students and teachers. In the healthiest and most mature academic atmosphere, students welcome honest and objective evaluation and faculty take it for granted that a grade is such an evaluation.

2.13 Examinations

Principles and Guidelines for Final Examinations (Senate, May 14, 1971)

1. Faculty members shall give final examinations unless a course does not lend itself to such testing.

2. Faculty shall give comprehensive examinations rather than unit tests.

3. Faculty are expected to continue their regular testing procedure during the semester. The final examination shall not be the only test in the course.

4. Faculty shall refrain from testing during the last week of classes in lieu of testing during the prescribed examination period.

5. When possible, the essay type examination is to be preferred over true-false or objective type examinations. Emphasis shall be on concepts and ideas rather than mere memorization of facts.

6. Classes shall be advised of how much weight the final examinations will have in determining course grades.

7. A final examination shall be worth no less than one-fifth nor more than one-third of the course grade.

8. No extra-curricular or faculty administrative activities may be scheduled during the final examination week.

9. No student shall be required to take more than three tests in one day. If he is scheduled for more than three, he should take the first three and arrange at least one week before classes end with the other faculty member to take the remaining examination at mutually convenient time. Priority in the scheduling of examinations shall be as follows:

    1. Specialization
    2. Professional areas
    3. Courses in general education

10. The college library shall remain open during test week.

11. Faculty are not expected to be available to students for conferences during the final examination week.

12. An examination period shall be not less than 90 minutes nor more than 100 minutes in length.

(Note: Point // above may be inconsistent with the Collective Bargaining Agreement, Article XXIV: G, and consequently may be invalid.)

Examinations: A Point of View

In many, if not most, courses, a comprehensive examination can and should be more than a mere instrument for determining a grade. It can be a learning exercise in itself if it helps the student to integrate the course content and ideas. The student in preparing for a comprehensive final examination must give thought to the course as a whole, and must see the details in perspective. An examination which tests only rote learning is a poor examination; the first principle in constructing a comprehensive final examination should not be ease in grading, but effectiveness as one of the learning instruments.

It is sometimes said by a faculty member that he will know no more about a student after a final examination than before. This could be true, but the value of a comprehensive final examination as a significant learning experience for the student may transcend its value as an instrument for grading. It is a rare course which does not have some kind of integrating principle which can be clarified or set in perspective by a well-framed examination.

The practice of giving two formal examinations, a mid-term examination on the first half of a course and a final examination on the last part, is seldom sound. The practice may be sound in case a course consist of two divisions, equal in length and each independent of the other; but few courses are so discrete in organization and content. Courses typically fall into several units, each having unity, yet each contributing to an integrated whole. In such courses, completion of the units rather than dates on the calendar should determine the testing pattern within the term. Usually a test at the completion of each unit is helpful to both instructor and student, with a comprehensive examination at the conclusion of the course helping to achieve integration. A practice of conducting formal mid-semester examinations that make the middle week of the semester a "mini-exam" period encourages students to "coast and cram." The best teaching encourages students to work at uniform rate through the semester.

2.14 New Courses

Proposals for new courses should be initiated in the department and must have departmental approval before being transmitted by the department chairman to the Dean. If endorsed by the Dean, the proposal goes to the academic vice-president who makes the final recommendation.

New academic programs are considered by the college-wide curriculum committee before being submitted to the vice-president.

2.15 Choice of Textbooks

The primary responsibility for choosing textbooks for a course resides with the instructor. Good academic practice dictates that the choice of text be endorsed by the department.

The faculty member is responsible for reporting to the College Store, in harmony with instructions and on forms provided by the store, the titles of textbooks for each course and the expected number of books needed.

The department is expected to exercise sufficient control over the choice of textbooks to provide continuity and uniformity in multi-section courses.

2.16 Syllabi

Copies of course syllabi must be on file in the department office and with the Academic Vice-President. Department chairmen are responsible for keeping syllabi current. A file of syllabi for graduate courses is also maintained in the Office of the Dean of the School of Graduate Studies.

2.17 Field Trips

Field trips should be planned with consideration for other classes in which the students are enrolled.

The faculty member is responsible for filing information with his department chairman when making arrangements for field trips.

2.18 Policy on Cheating and Plagiarism (A Senate Resolution of June 6, 1971)

DEFINITION: Cheating is illegally procuring, disseminating or using information related to an examination, or using devices to provide or obtain answers which are not the result of one's own study. Plagiarism is representing another's work as one's own.

POLICY: The instructor is responsible for dealing with cases in which cheating or plagiarism has been established. However, if the instructor thinks that the services of a third party would be constructive, he should feel free to discuss the case with the chairman of his department. Among options for handling cheating or plagiarism cases the instructor may (1) reprimand the student privately, (2) require that the work be done honestly, (3) impose a grade penalty on the work, (4) impose a failing grade on the work, (5) require withdrawal from the course with grades of "WP" or "WF" retroactive to the day before the offense, (6) give the student a failing grade for the course, (7) refer the case to the Dean of the appropriate school to arrange for judicial review and action by the student-faculty judiciary.

APPEAL: A student who wishes to appeal may do so through the following order: The instructor, the instructor's department chairman, the dean of the school which the department belongs, the academic vice-president.

2.19 Principles Governing Regulations of Student Academic Load

The regulations which limit student academic loads are set to conform to two standards: (1) an undergraduate student may carry courses with total credit at the rate of one semester hour per week for the term in question; (2) a semester hour represents the equivalent of fifteen fifty-minute class meetings of lecture and/or discussion (or recognized equivalent in case of laboratory and studio work) plus a final examination.

2.20 Rationale for the Academic Retention Provisions

The academic retention regulations for undergraduate students are intended to be consistent with the ideal of individual responsibility as the price of freedom.

The basic assumption is that, once enrolled, an individual may continue to graduation if he maintains Academic Good Standing.

"Academic Good Standing" is thus the key concept. It is defined on a sliding scale in order that the freshman or sophomore may have a cushion in case he has an unfortunate semester before he is fully adjusted to college. The limits of the scale are set as judgments based upon practical experience and observation of students who have made a poor start but recovered and eventually graduated.

It is a tenet underlying the regulations that individuals should be encouraged to continue to graduation when the chances of eventual success are reasonably good, but that it is unfair to encourage an individual to invest time and money in an endeavor that has slight probability of success.

The regulations permit certain students who fall below Good Standing to continue for one semester on probation; the others are considered as having relinquished the right to continue.

The point of view toward the latter group is <u>not</u> that they have been <u>dismissed by the College</u>, but rather that they have surrendered their right to continue. Those who wish to be reinstated must persuade the Academic Review Board that the probability of attaining Good Standing within a reasonable and practical period of time is high enough to make reinstatement a sound risk. The responsibility for making this case rests with the student. The Board is charged to exercise judgment which results in wise decisions. The Board's only authority is the positive one of reinstatement.

The Academic Review Board is responsible to the individual student and his ultimate welfare by extending opportunity to a reasonably good risk and refraining from encouraging to continue as essentially unwise investment. The Board is responsible to the student body as a whole to maintain an optimum intellectual atmosphere to the end that the work of the College shall be academically sound.

3. INSTRUCTIONAL RESOURCES AND SERVICES

3.1 Library

Organization

The Harvey A. Andruss Library operates as an academic department, administered by the Director of Library Services, who reports to the Associate Vice President for Academic Affairs. The Library is organized in terms of functions: Administration; Readers' Services (Archives, Circulation, Juvenile Collection, Microforms, Reference, Reserves, and Serials); Technical Services (Acquisition, Cataloging, and Processing) and the Learning Resources Center.

Resources

The Library has approximately 200,000 volumes, including bound periodicals. More than one-half the collection has been acquired during the past six years.

The middle floor contains standard reference works, current periodicals and newspapers, bound periodicals, pamphlets, and microforms; the desk for Circulation, Microforms, Reference, Reserves, and Serials are also on this floor.

Microforms (microfilm, microfiche, ultramicrofiche, and microcards)total more than 600,000 units (i.e., reels, fiche, cards). Twenty pieces of specialized equipment are provided for retrieval of information. Cards for microform materials are included in the Card Catalog. Service is centered at the Reserve Desk.

The Library has open stacks. A floor plan of locations is posted on each floor.

The Learning Resources Center is located on the ground floor.

The Faculty and students may use the Bloomsburg Public Library with its collection of over 35,000 volumes.

Resources of the libraries included in the Susquehanna Library Cooperative are available to students and faculty on a direct access basis. The libraries participating are: The James V. Brown Library, Williamsport (a Regional Library District Center); Bucknell University; Divine Providence Hospital; Geisinger Medical Center (the Andruss Library card catalog includes entries for the Geisinger Collection); Lock Haven State College; Lycoming College; Mansfield State College; Robert Packer Hospital; Susquehanna University; Williamsport Area Community College; and the Williamsport Hospital.

Archives

The College Archives are housed in Hartline, Rooms 25 and 28. The hours during which the Archives are staffed are:

Monday - Friday 9:00 a.m. - 5:00 p.m.

Staff

The Library/Learning Resources Center staff comprises professional staff, civil service personnel, and student employees.

Acquisitions

The Library Staff welcomes faculty and student recommendations for the acquisition of books and materials. A special recommendation form is available at the Suggestion Box, located adjacent to the Readers' Services Desk on the middle floor.

Reserve Books

Faculty are urged to plan Reserves as far in advance as possible and to share plans with the Library staff (preferably the Readers' Services Librarian or the Director of Library Services). An outline of Reserve policy and procedure is available through the Readers' Services Librarian, the Supervisor of Reserves, or the Library Director.

Circulation

The regular loan period for library materials that circulate is four weeks. Overdue notices are not sent to faculty members unless the borrowed book is requested by someone else; no fines are charged to faculty; however, in the interest of updating records periodic reminders are sent (usually at the end of each semester or session) to faculty who have had books charged out for long periods.

Faculty are asked to pay for books or materials charged out on their cards and subsequently lost. As with students, the money is held for a year; if the book is found and returned during that time, reimbursement is made. After the money has been forwarded to the Business Office, refund cannot be made. Cost for a lost book is the current list price of replacement.

Faculty are requested not to lend library books and materials to students and others nor to let their I. D. Cards (which also serve as a borrower's card) be used by anyone else. If exceptions seem to be in order, please get in touch with the Readers' Services Librarian, the Supervisor of Circulation, of the Director of Library Services.

From time to time it may be of interest to a given faculty member to use a Reference book (which normally does not circulate) in class for some other special purpose. Arrangements can be made for the brief loan of such materials through the librarian on duty at the Reference Desk.

Borrowing privileges are available for faculty spouses upon request at the Circulation Desk; arrangements can be made only by full-time members of Circulation staff or by the librarian on duty at the Reference Desk. The circulation policy for faculty spouses is the same as for students: four-week loan, payment for lost books, etc.

Classification

On July 1, 1970, the Library adopted the Library of Congress system of classification for books. Books received since that date have been classified by the Library of Congress system; books owned previously are being revised from Dewey to L. C.

During the re-classification, it is necessary to shelve books in both systems. Please do not hesitate to ask for assistance in locating materials within the library. All catalog cards reflect the classification in the call number except fiction done prior to July, 1970. Under the Library of Congress classification system, all fiction is assigned a class number. It will be necessary to copy the complete call number from the catalog card in order to locate the book on the shelf.

Readers' Services

The Readers' Services desk is located on the middle floor. Every effort is made to have a librarian on duty when the Library is open for public services.

Continuing shortages of staff make it impossible for Readers' Services to prepare comprehensive bibliographies (e.g., a list of all the Library's holdings in a given subject area). Computer methods of doing this are being explored. Meanwhile, the Reference staff offers to check bibliographies compiled by faculty to help prevent incorrect citations.

The telephone at the Readers' Services Desk has a direct outside line: 389-2900.

Inter-Library Loans

Inter-Library Loan services are available through the Inter-Library Loan Librarian. Such loans are made to the Library rather than to the individual; all conditions attached thereto are set by the lending library.

Intra-Commonwealth Co-operation

By agreement among the 14 state-owned institutions of higher education, a Union List of Periodicals & Newspapers has been compiled. In case Andruss Library does not have a given periodical but one of the other state-owned libraries has it, a Xerox copy of an article may be obtained without charge through the Inter-Library Loan.

Photo-Copying Services

Self-service, coin-operated equipment is available on the middle floor for rapid copying of printed material at cost of 5 cents per image, applicable to both faculty and students.

Two microfilm reader/printers (on the middle floor in the Microform area) are available for making prints from microfilm and microfiche (but not microcard). The charge is 10 cents per impression, applicable to faculty and students.

Hours

During the regular College year, the hours-open for the Library are:

Monday through Thursday	-	8:00 a.m. - 11:00 p.m.
Friday	-	8:00 a.m. - 5:00 p.m.
Saturday	-	9:00 a.m. - 5:00 p.m.
Sunday	-	2:00 p.m. - 10:00 p.m.

Changes in the stated hours are announced in advance and are posted on the exterior doors.

During the Summer, the hours are shortened (due to lack of classes on Saturday) as follows:

Monday through Thursday	-	8:00 a.m. - 10:00 p.m.
Friday	-	8:00 a.m. - 5:00 p.m.
Saturday	-	9:00 a.m. - 1:00 p.m.
Sunday	-	5:00 p.m. - 10:00 p.m.

The following rationale governs the scheduling:

In fulfilling its role in instruction and research, the Library must be accessible to students and faculty for a regular, reasonable number of hours.

When the College is in session, the Library should provide access on evenings prior to class days and final-examination periods.

During times when classes are not in session (e.g., during holiday recesses, between semesters or Summer sessions), day-time hours may be observed with a smaller staff, except for official holidays such as Thanksgiving, Christmas, New Year's, etc. when the College itself is closed.

Orientation

Members of the Library staff present a general orientation to the Library and its services to which incoming Freshmen may be referred. With adequate advance notice (at least one week), orientation for smaller groups, such as a given class, can be arranged through the Readers' Services Librarian. Small-group orientation pertaining to audio-visual materials can be arranged through the Director of the Learning Resources Center:

Tours and orientation sessions pertaining to the Juvenile Collection (ground floor) can be arranged through the Juvenile Collection Librarian: 389-3207.

The Columbia County Historical Society maintains a collection of artifacts and library materials relating to the history of Columbia and adjacent counties. The Collection, housed in Room 105 Bakeless, contains manuscripts and other records for scholarly research. Secondary studies are also available. Cards for the holdings of the Columbia County Historical Society are included in the catalog in the Andruss Library. The Center is open five days a week. Special hours may be arranged for scholars and tour groups.

3.2 The Learning Resources Center

Location and Staff

The Learning Resources Center is an integral part of Library Services. The Center is staffed with a full-time director, two clerk typists, an electronics technician, and student assistants.

Equipment and Materials

Equipment and materials may be requested on the "Requisition Form for Audio-Visual Materials" available in the Center. A two-day notice is recommended.

The Director of Learning Resources Center should be consulted for equipment used on an extended basis.

Delivery and Pick-Up Service

Arrangements for the delivery and pick-up of film and equipment depend on the specific situation. The Learning Resources Center may be consulted for the best arrangements.

Off-Campus Use of Audio-Visual Equipment

Faculty may request, when available, basic equipment for use in instructional preparations and presentations of a non-profit nature. Approval must be obtained from the Director, who will make a decision on the situation and availability of equipment.

Operation of Equipment

The staff will demonstrate and provide instructions on any piece of equipment; faculty members should not use equipment with which they are not familiar.

Equipment Failure

Equipment failure should be reported immediately by calling the Center: 389-2812. Necessary equipment will be dispatched as soon as possible.

Special Problems

Special problems should be referred to the Center's personnel.

2" x 2" Slide Production

A 35 mm single lens reflex Nikon camera is available for the production of instructional slides in the Center. Film supplies may have to be supplied by the academic departments.

Other cameras are also available for faculty use.

Production of Transparencies and Thermo-Spirit Masters

The Learning Resources Center has equipment and materials available; some departments are equipped also. Special instructions are provided. No requisition is needed.

Previewing Classroom Film

Facilities for previewing film are available in the Center.

Students working on committees for classroom presentation may preview materials.

Facilities do not permit whole classes to preview specifically assigned films or other resource materials on an individual basis.

The Learning Resources Center will make arrangements for acquiring "Preview Prints" of any film on the market. No new film should be requested for purchase unless it has been previewed.

Student Organization Use of Films

Student organizations must arrange independently of the Center to order and return films other than college films.

Films Not Requisitioned Through the Learning Resources Center

The Center will NOT assume the responsibility of returning films ordered by faculty members from private sources unless the Center has been notified prior to the arrival of the film.

Office Hours

Monday - Friday 8:00 a.m. - 5:00 p.m.

Film Rental Information

The Pennsylvania State University, Audio-Visual Services

File a request on "Requisition Form for Audio-Visual Materials" at least two weeks in advance. To assure receiving films when needed, order as far in advance as possible. This is highly recommended. Contract arrangements with the Pennsylvania State University, Audio-Visual Services does not permit ordering films after March 30 for April, May, and June. Films during these three months must be ordered prior to March 30.

However, arrangements for the Pennsylvania State University, Audio-Visual Services can be made during and for April, May and June by using procedures listed under "Rental Requests from Sources other than The Pennsylvania State University-Audio Visual Services.

Faculty members are notified as soon as confirmations are received.

"Free Film" Sources

Same procedures as noted under The Pennsylvania State University, Audio-Visual Services, except March 30 deadline does not apply.

Rental Requests from Sources Other Than The Pennsylvania State University, Audio-Visual Services

Fill the "Requisition Form for Audio-Visual Materials" and forward to the Learning Resources Center which will type a college "Purchase Request" form and forward it through appropriate administrative offices.

Use of Learning Resource Materials by Student Teachers

Student teachers are encouraged to use films and filmstrips presently housed in the Learning Resources Center.

Requests for films and filmstrips require the signature of the cooperating teacher. It must be understood that films or filmstrips are for the specific use of the student teacher; films, or filmstrips may not be borrowed by the student teacher for primary use of the cooperating teacher.

Irregularities in the use of borrowed materials result in the loss of borrowing privileges.

The loan period is one week. The following procedures should be used:

1. Select films or filmstrips from card catalog file available in the Learning Resources Center and on the Main Floor of Andruss Library.

2. College films and filmstrips may be previewed in the Learning Resources Center.

3. Obtain "Requisition Form for Audio-Visual Materials" from the Learning Resources Center.

4. Fill out "Requisition Form for Audio-Visual Materials" and secure the cooperating teacher's signature. Present form to the staff members in the Learning Resources Center located on the ground floor of the Andruss Library. If requested film is available, it may be picked up at this time. However, it is recommended that all materials be requisitioned at least two days in advance.

Departmental Educational Media Coordinator:

Each department on campus is advised to appoint a faculty liaison person to the Director of the Learning Resources Center and to assist in coordinating educational media activities in the department.

Recommendations for Purchase of Learning Resources Materials and Equipment:

Institutional Budget Policy states that:

The Learning Resource Center is responsible for approving all purchase requests for audio-visual materials (supplies and equipment). This Center has been designated as the responsible agency for inventory control and uniformity of audio-visual purchases.

Program justification will be required of all requests with reference to the Planning Document and to the Instructional Technology Master Plan.

The Learning Resources Center will also determine whether a purchase should be charged to the Center and given out on temporary assignment, or charged to the department initiating the request and given to them on an extended loan assignment. Such decisions will be determined on the type, or use of the purchased item.

4. CONDITIONS OF FACULTY EMPLOYMENT

4.01 Absences

Faculty Absences for Professional Travel

The college encourages members of the faculty to attend professional meetings, to hold office, present papers and chair sessions. The faculty member is responsible for conferring with his department chairman to arrange coverage for classes to be missed, and to ascertain the availability of funds within the department travel budget. It is the policy of the college to assist faculty members to finance professional travel when funds permit. The department chairman can provide forms and instructions.

The faculty member files the necessary travel request forms with the department chairman in advance of a proposed trip.

Other Faculty Absences

Faculty absence due to illness beyond three consecutive school days must be confirmed by a doctor's statement.

The faculty member shall notify his department chairman and, when possible, assist in making arrangements to cover classes missed because of absence.

A department chairman who is to be absent notifies his/her dean. A dean who must be absent notifies the Vice-president.

Additional information is found in the Collective Bargaining Agreement.

4.02 Salary and Benefits

Salary Payments

Salaries are paid bi-weekly every other Friday. Faculty members employed for the nine month academic year are paid in either twenty or twenty-six such installments, at their option. The installments normally begin the first Friday in September. The faculty member may change his option at the expiration of any Collective Bargaining Agreement.

Blue Cross - Blue Shield

Blue Cross - Blue Shield is provided, with coverage including diagnostic and anaesthetic benefits and major medical.

Group Life Insurance

After three months of service a faculty member is eligible without physical examination for term life insurance. He may have an amount of insurance equal to his annual salary to a maximum of $20,000.

Retirement System

Each faculty member must belong to one of three retirement systems, the State Employees Retirement System, the Public School Teachers Retirement System, and T. I. A. A. The contribution rate is five percent.

If a faculty member leaves the system before he is eligible for retirement, all contributions to the retirement system plus four percent interest are returned. He becomes eligible for full retirement at age 60. The basic annual amount of full retirement is two percent of the average salary of the highest three years multiplied by the number of years of service. Regardless of age, a faculty member in the State Employee Retirement System is eligible for disability retirement on special benefits after five years of credited state service; he is eligible for partial retirement after ten years of service. Partial Retirement may either be immediate or deferred.

Social Security

Faculty members are covered by Social Security.

Tax Shelter Annuities

A faculty member may select a tax deferred annuity plan from the list of eligible carriers. Details may be secured from the Personnel Director.

Workman's Compensation

Members of the faculty are covered by workman's compensation for on-the-job accident or injury.

4.03 Summer Term Faculty

The procedure for appointment of faculty members for summer teaching is as follows: (1) The department chairman after consultation with the Dean of Extended Programs submits to the latter a list of recommended courses and faculty; (2) after consultation with the Dean of the School in which the department resides, the Dean of Extended Programs recommends a faculty list to the President who makes the appointments. Courses to be offered are selected after a survey of student needs.

4.04 Grievances

Grievance procedures of faculty members vs. the administration are described in the Collective Bargaining Agreement.

4.05 Faculty Meetings

Faculty members are expected to attend the initial meeting of the faculty in September, the mid-year faculty meeting, and the final faculty meeting in the spring.

4.06 Commencement

Each faculty member is required to attend the mid-year or spring commencement each year. Department Chairmen are responsible for submitting to the Dean the names of faculty who will attend each commencement.

Faculty members currently teaching in summer school are expected to attend the summer commencement.

Exceptions are subject to permission of the Department Chairman and reviewed by the Dean.

4.07 Office Hours

The regulations for office hours expected of faculty appear in the Collective Bargaining Agreement, Article XXIV, Section G.

4.08 Cancellation of Classes Due to Inclement Weather

It is expected that every class scheduled will be held regardless of weather. In case of extreme situation the Vice President for Administration is the official authorized to make an exception to this rule.

4.09 News Releases

Official news releases are made by the Director of Public Relations. Faculty members who are asked for public statements should distinguish between matters which are personal and those which are institutional. The right of a faculty member to comment on personal professional matters is unquestioned, but authorization to speak for the College is limited.

4.10 Policy on Outside Employment (Adapted from a policy recommended by the Senate, March 2, 1971, and endorsed by the Board of Trustees June 25, 1971)

With few exceptions, appointment to the teaching staff is on a full-time basis. It is expected that the faculty member will recognize his professional responsibilities to the institution. . .A faculty member's responsibilities embrace more than formal and scheduled tasks. As a member of an academic community, he is interested in the total instructional program and seeks means for its continual development. His responsibility to his students and his own professional development are paramount and he works toward these goals by constantly improving teaching methods by pursuing his academic interests in study and research and by associating himself with colleagues at professional meetings.

Guidelines to determine the type and extent of such employment include: (a) that the outside employment perform and shall not be of such a nature or description as to interfere with or adversely affect the faculty member's full-time teaching performance and obligations to the college; (b) that no special provisions shall be made which would permit outside work to determine scheduling or college teaching assignments.

4.11 Leave of Absence with Pay (Sabbatical/Educational Leave)

The purpose of the provision for leave with pay is to improve the quality of service to the College of the individuals granted such leaves. A leave with pay is not intended to be merely a reward for length of service.

The processing of an application involves: a) initiation by the candidate on a form secured from the Director of Personnel of the College; b) a submission in sequence to the applicant's department chairman , the appropriate dean, and the appropriate vice-president; c) if each of these has endorsed the application it is submitted by the Vice-President to the President of the college; d) if approved by the President, the application is submitted by him to the Director of Personnel of the Commonwealth for final authorization.

Not later than three months after the faculty member's return to duty from a sabbatical/educational leave, he/she is required to provide the college with a report of his/her activities in relation to the stated purposes of the leave. This report is in three parts as follows: Part I, a restatement of the reasons given in the application for the leave; Part II, a list of the activities during the leave with an indication of the extend to which the original reasons were met and with justification for any deviation from the original plan; Part III, comments regarding the experience and its potential benefit to the College and its students. Copies of the report must be provided for the appropriate dean, vice-president, the department chairman, and the committee on sabbatical/educational leaves. One copy of the report is placed in the personnel file of the recipient of the leave.

4.12 Personnel file

The Faculty Personnel File is maintained in the Office of the President; it is subject to regulations exhibited in the collective bargaining agreement.

5. Non-Academic Policies

5.01 Campus and Outgoing Mail Service

Members of the faculty/staff receive mail through their respective departments. Mail deliveries and collections of outgoing mail are made twice daily by employees of the College Post Office.

Outgoing mail must bear on the envelope the name and department of the sender and be separated into metered, and stamped mail. Use (and re-use) campus mailing envelopes for intra-campus mail. Two sizes are available.

Intra-campus mailings of interest to a faculty/staff group, are to be addressed to the department with the appropriate number of copies enclosed. Large mailings which are individually addressed must be separated by department--the department secretary will place copies in departmental mail boxes.

Mail for students living in residence halls must be separated by hall and put in numerical order by box number. Addresses may be obtained from the Campus Directory.

Post office boxes in the College Union are assigned primarily to commuter and off-campus students. Mail for commuter and off-campus students must be put in numerical order by box number and sent to the College Post Office for distribution.

Mail for student organizations may be addressed c/o the Information Desk.

5.02 Equipment and Supplies from Storehouse

The storehouse is located in Waller Administration Building. Requests by faculty members for supplies from the storehouse are submitted to the appropriate department chairman or administrative officer.

5.03 Budget and Purchasing Practices and Policies

At the time of budget preparation, administrative officers and department chairmen submit requests for equipment and supplies. Constructive comments and recommendations are sought from the college-wide budget committee consisting of faculty, students, non-instructional staff members and administrators. Department allocations are determined after the budget is finalized and state appropriations are made.

The president may purchase equipment and supplies to a limit of $1500.00 without competitive bidding. Items may not be bought in series to avoid the dollar ceiling.

Printed material or items which are covered by state contracts, schedules, or group purchase contracts may not be purchased independently. The purchasing department has information.

Requests for purchases must be processed on Purchase Request Forms, endorsed by the department chairman or supervisor, and sent to the Business Office for approval. Funds must be available before the requests will be forwarded to the Purchasing Agent.

In order to be free to seek the lowest price, the Purchasing Agent is given discretionary authority. No member of the college community other than the Purchasing Agent is authorized make commitments to any vendor or supplier in the name of the College.

5.04 Duplicating, Printing, Copying

A number of facilities are available for copying, duplicating and printing of materials needed for classroom work. Faculty members are requested to choose the most economical process suitable for each project.

Ditto machines are available in classroom buildings and in some department offices. Ditto masters and paper are usually available in department offices.

The Printing and Duplicating Center on the first floor of Waller Administration Building has off-set presses, a mimeograph, a Varityper, collator, folder, cutter and addressograph. Requisitions are made on forms which may be obtained in the Center.

In case of duplicating of examination questions, the faculty member must make an appointment with the Duplicating Center several days in advance and must be prepared to stand by while the materials are being duplicated. This is in the interest of security.

Services which involve the Varityper require a purchase request which is submitted to the Business Office.

Materials to be accepted for duplicating must have as standard head on the first page:

BLOOMSBURG STATE COLLEGE
Bloomsburg Pennsylvania

Faculty members are asked to familiarize themselves with an economical "quick copy" off-set printing process used in the Duplicating Center. This process does not require stencils or multilith mats--it copies, directly, typed and hand written copy and even "paste-ups." Reduction in size of about 25% is possible. Short runs (e.g. 10 to 50 copies of a small number of pages) are frequently completed within the same day; longer runs require twenty-four hours, occasionally more, advance notice. The quick copy process is used for tests, brochures, course outlines and other teaching materials.

A Xerox is available on the second floor of Waller Administration Building. This is regarded as a copying facility for reproduction of one or a few copies from an original; it is not to be used as a substitute for work for which the Duplicating Center is intended--typically it is used for one or two copies or for sufficient copies for the members of a small committee. In no case may more than thirty copies be made.

A Xerox in Andruss Library may be used for personal copying, copies of journal articles, etc., at a cost of five cents per imprint.

5.05 Keys

Faculty members may be issued keys to buildings or rooms. Applications are made through the department chairman, and keys are obtained in the Law Enforcement Office. The faculty member is accountable to the Law Enforcement Office for all keys issued.

5.06 Motor Vehicle Regulations

Members of the faculty are subject to the Motor Vehicle Regulations which are stated in a bulletin which can be obtained at the Campus Law Enforcement Office.

Motor vehicles operated by faculty members on the campus must be registered and identified by decals. Decals which are presently afixed to faculty automobiles continue in force without reissue.

Parking areas for faculty are described on a map in a handbook available at the Campus Law Enforcement Office.

6 STUDENT SERVICES

6.1 Student Life Program

The goal of the Student Life Program is to complement the Academic programs to the end that the College shall have a living-learning atmosphere. A balance of concern for the welfare of the individual and for the well-being of the entire student body is sought within the central policy of freedom with responsibility.

Students are encouraged to participate in the activities of the college community, including participation in institutional policy and program formulation by Student-Faculty-Administration committies and within the Community Government Association.

6.2 Kehr College Union

Faculty members are invited to use the Kehr College Union and its facilities:

Snack Bar--Coffee breaks and quick, inexpensive lunches.

Meeting Rooms--Three multipurpose rooms, the Presidents' Lounge, two conference rooms, and the coffeehouse may be used by departments for their regular meetings, conferences, workshops, and special events. Reservations are made at the Information Desk (3902).

Typing Room & Duplicating Services--Students may be referred to the union to type their reports and run off their dittos. Posters are also made for departments in the Duplicating Room (2918). Announcements for the TODAY may also be phoned in (2918).

Student Bank--Checks to $100 may be cashed by faculty who hold activity tickets.

Presidents' Lounge--Monthly art exhibits.

Travel Agency--Faculty members planning trips may wish to consult with the managers in the Games Room (3502) for reservations and arrangements at reduced rates.

Bowling--Faculty bowling leagues are becoming popular. For further information, call 3502.

Radio Station--The Radio Station is located on the second floor of the Union. Departmental announcements may be arranged.

Information Desk--Information about campus activities may be obtained, and ticket reservations for campus events (including cultural affairs) may be made by calling 3902.

Equipment--P.A. systems, casette tape players, head phones, etc. may be used by faculty members. For further information, consult the Information Desk.

Family Activities--Families of faculty members may attend Union events and may participate in the activities of the bowling alley and games room.

6.3 Counseling Services

Students may be referred to a number of services for counseling and remedial work:

Counseling Center

The Counseling Center in Ben Franklin Building is staffed by professionally trained counselors and is open Monday thru Friday at posted hours.

Speech Clinic

Students with speech deficiencies may be referred to the Speech Clinic in Navy Hall.

Reading

Students with reading problems may be referred to the Developmental Reading Center in Benjamin Franklin.

Writing Laboratory

The Department of English offers assistance to students in improving their writing skills.

Center for Academic Development

The Center for Academic Development in Ben Franklin Building offers a variety of opportunities for remedial work with special emphasis upon assistance to students identified with the Educational Opportunity Program.

7. MISCELLANEOUS

7.01 Secretarial Assistance

Assistance by department secretaries is available within the limits of practicality to faculty members. Services are arranged through department chairmen.

Student help is subject to funds in the department budget. Requests for student help are cleared through the department chairman and the Dean.

The Financial Aids Office maintains a file of students who seek part-time employment. Usually, a number of students are competent secretaries.

7.02 Community Activities Tickets

Faculty members may purchase community activities tickets at a current cost of $12.50 per year for the faculty member or $20 for the faculty member and a guest. The tickets grant admission to athletic events, the community concert series, the plays, and certain other all-college events for which there is an admission charge.

7.03 Community Government Association

The purchase of a community activities ticket makes the faculty a member (non-voting) of the Community Government Association.

One faculty member is elected by the faculty to be a non-voting member of the College Council.

7.04 Faculty Recreation Facilities

Faculty members may schedule time for use of tennis and handball courts. The swimming pool is open to faculty families one night a week. These facilities are available only during periods when school is in session.

Further opportunities for recreation are described in the section on Kehr Union.

7.05 Meals

The serving lines in Scranton Commons are open to faculty members. The current price of luncheon is $1.15.

7.06 Meet and Discuss

Provision is made for "meet and discuss" as provided for in the Collective Bargaining Agreement.

7.07 Student Grievance Committee

Students who have exhausted the regular channels of appeal in matters in which they feel aggrieved may appeal to the Student Grievance Committee for an investigation. This committee has no authority beyond the moral authority of persuasion, but it has the right to hear, evaluate and express judgements to whomever might be concerned.